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ABSTRACT

A feasibility study identified the information requirements and alternative solutions for the Hawaii State Library System. On recommendation of the library service directors, the Book Inventory Building and Library Oriented System (BIBLOS) was purchased and installed. The system presently provides for automated acquisitions, orders, accounts, catalogs, and processing. It may be expanded in the future to include serials, circulation, indexing, and special collections. This report lists the criteria for selecting BIBLIOS, describes the implementation and operation of the system, and provides samples of the forms required for automated processing. (EMH)

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BIBLIOS HAWAII

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IR003631

Office of Library Services
Department of Education
State of Hawaii
TAC 76-1261
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PREFACE

Three years ago the Office of Library Services conducted a feasibility study in order to determine the possibility of automating the major operations of the Library System.

The feasibility study showed six major areas that were possibilities for automation:

1. Acquisitions, Order, Account
2. Cataloging, Processing
3. Serials
4. Circulation
5. Control of Hawaiiana Materials
   - A. Indexing
   - B. Thesaurus of Hawaiian Descriptors
6. Non-Book Materials

The library system chose to purchase and install BIBLIOS (Book Inventory Building and Library Oriented System) from Orange County, California, in order to automate the first two phases. The completion date for the installation of the automated system was targeted for March 1, 1976.

The BIBLIOS HAWAII implementation team reports that the new automated system will:

1. Provide for an efficient Acquisitions, Order, Account system.
2. Provide for Cataloging, Processing leading into a machine-filed union catalog of public library holdings.
3. Provide for a periodicals holdings list.
4. Provide for the management of Non-Book Materials.
5. Provide inventory information for eventual circulation support.
6. Provide a wide variety of management reports.

The Office of Library Services intends to establish, within the next year, a microfilm catalog for use in all public libraries and in the Department of Education high schools.

Plans are also being made for an expanded interloan system to take care of the increased demands for books not in local libraries. The libraries will make full use of the materials and resources that they presently have.

BIBLIOS HAWAII was implemented by a team composed of representatives from the contractor, Data Technical Analysts, Honolulu, Department of Education Information Systems Branch and Office of Library Services.

Teamwork, cooperation, and expertise were supplied by: Masae Gotanda, Project Manager, Office of Library Services; Takashi Akimoto, Director, Centralized Processing Center; Office of Library Services; Charles Kawasaki, Administrator, Information Systems Branch, Office of the Superintendent; and Chester Yuen, Systems Analyst, Data Technical Analysts. Implementation success was due to the support given the project by the library staff and computer time supplied by the Electronic Data Processing Division, Department of Budget and Finance. Overall consultant services were provided by Charles P. Bourne, Director, Institute of Library Research, University of California, Berkeley.

The following report summarizes accomplishments and schedules work for the future. The library system has taken on an ambitious project. It has given support and staff has put in dedicated hours of work on this project. The promise for the people of Hawaii is a more efficient, modern, information delivery system.

May C. Chun

(Mrs.) May C. Chun
State Librarian

BIBLIOS HAWAII

BIBLIOS (BOOK INVENTORY BUILDING AND LIBRARY ORIENTED SYSTEM) is an automated library system which the State of Hawaii purchased from the Orange County Library System, Orange California. This was changed, enhanced, and installed for the use of the Hawaii State Library System. The programs have been converted from RCA COBOL to IBM ANSI COBOL. This new product, tailored to fit the needs of the Hawaii State Library System, is hereafter referred to as BIBLIOS HAWAII. BIBLIOS HAWAII provides for the capture of bibliographic and inventory data for use in library materials procurement, catalog production and maintenance, inventory control, management reporting, and for the eventual support of a circulation system.

BACKGROUND

The Office of Library Services conducted a feasibility study during the FY 1973-74. A consultant firm, Data Technical Analysts, studied the operations of the Library System and offered alternative solutions toward the accomplishement of an efficient, effective, and timely information delivery system for the residents of the State of Hawaii. The objectives were to:

1. Identify information requirements.
2. Offer three or more alternative solutions to satisfy information requirements.
3. Prepare a project organization plan including a phase development plan with timetables, manpower, and skill requirements.

4. Prepare a hardware requirement plan to include cost of installation, operation, and maintenance.

5. Prepare a system development plan to include schedules and costs.

6. Prepare an operational requirement plan to include manpower, equipment, and supplies.

7. Justify the solutions by a comparative analysis of the systems.

8. Prepare a project evaluation plan to include phase by phase development and evaluation of the quality and effectiveness of the information delivery system.

The study identified the following major areas of concern to automation:

1. Acquisitions, Order, Account

2. Cataloging, Processing

3. Serials

4. Circulation

5. Control of Hawaiiana Materials

   A. Indexing

   B. Thesaurus of Hawaiiana Descriptors

6. Non-Book Materials

The Directors of the Office of Library Services studied the results of the feasibility study and recommended:

1. Implementation of Phases I and II: Acquisitions, Order, Account, and Cataloging, Processing.

2. The deferment of other phases until the first two have been installed and operating.

The choice of BIBLIOS was based on:

1. Providing the most comprehensive response to user requirements in Acquisitions, Order, Account and Cataloging, Processing.

2. Providing eventual circulation support.

3. Providing a wide variety of management reports.

4. Compatibility with the Library of Congress MARC (Machine Readable Cataloging) Project. This will allow the Hawaii State Library System to use the information from MARC format data bases for current, retrospective cataloging, and interloan search.

5. Adaptability of the Acquisitions, Order, Account, and Cataloging, Processing procedures for book and non-book materials.

6. Providing adequate documentation and flexibility for adjustments, additions, improvements, etc.

7. Acceptability of the systems design, program, language, etc., to the State of Hawaii, Department of Budget and Finance, Electronic Data Processing Division requirements.

8. The feasibility of the State of Hawaii being able to afford to purchase the system.

9. Providing a flexible modular method for automating according to Office of Library Services priorities.

10. Continuous support from Orange County for the system. The Office of Library Services and Orange County could share improvements and enhancements.

IMPLEMENTATION

The Office of Library Services purchased BIBLIOS from the Orange County Library System and entered into a contract with Data Technical Analysts of Honolulu to convert the programs from RCA COBOL to IBM ANSI COBOL and to compile, test, and install the programs for the Hawaii State Library System.

Products

The products to be delivered included:

1. Systems Manual

   The systems manual describes the overall general description of the automated library system. It

sets forth objectives, reporting capabilities, work flow, and information which enters into or are produced by the system.

2. Program Manual

The Program Manual describes the individual programs within the system including the purpose, logic, and resulting product that each produces. Included are file descriptions, layout, and program flow depicting the relationships of input and output files.

3. User Manual

The User Manual relates in general terms the description and purposes of the system, user preparation of input data, documents used for each function, error, and exception handling procedures.

4. Operations Manual

This is documentation for operations personnel so they may correctly monitor, operate, and control all elements of the operational system.

5. Program Listing

This documentation contains updated listings of all source programs converted and operational in the system.

6. Job Control Language

This includes JCL program statements which are required and unique to the IBM 370/155 OS MVT computer system.

SERVICES

Technical services to be performed and completed included:

1. Program Conversion

The programs were to be converted from BIBLIOS RCA COBOL to IBM ANSI COBOL.

2. Program Testing

All programs were to be tested to insure that they were functioning and producing desired results.

3. Technical Modifications

Modifications were to be made from BIBLIOS RCA TDOS to operate on the State EDPD IBM 370/155 MVT environment.

4. User Modifications

Modifications were to be made to meet Hawaii library requirements and to upgrade some of the documents, including the input source documents and the sub-purchase order forms.

5. Staff Training

Training was to be done in order to acquaint State personnel in the acquisition and cataloging modules, their functional procedures, input data preparation, error, and exception handling procedures.

PROJECT ORGANIZATION

BIBLIOS HAWAII was implemented through a team effort. The organization was as follows:

1. Project Management

The project manager, appointed from the State Librarian's staff, was responsible for:

a. Providing overall coordination for the installation of BIBLIOS.

b. Serving as liaison between the users, administration, and project teams.

c. Coordinating and administering the project with technical advice and counsel from the Department of Education, Information Systems Branch.

2. User Committee

The User Committee was organized to insure active staff participation with membership from all branches in the Office of Library Services. The User Committee met as needed to provide staff input. The Director of the Centralized Processing Center served as the user member of the Policy Committee since the automation project affected the Center most directly.

3. Information Systems Branch

The Department of Education, Information Systems Branch, was responsible for providing technical advice and counsel to the project team. The Information Systems Branch was also responsible for all work with the Electronic Data Processing Division, Department of Budget and Finance, which provided computer hardware support for the implementation of BIBLIOS HAWAII.

4. Orange County Support Team

The Orange County Public Library BIBLIOS Support Team, operating from its headquarters in Orange County, California, was called upon, as necessary, to provide technical expertise and the required programs and documentation for the BIBLIOS library system.

5. Technical Support Team from the Contractor, Data Technical Analysts

Due to the size of the project, the technical support team was organized as follows:

a. Project Leader

Responsibilities of the project leader were to:

1. Plan, schedule, review, assign, instruct, and direct technical personnel responsible for the conversion and implementation of BIBLIOS HAWAII.

2. Establish and maintain levels of communication between the project manager, User Committee, and technical staff.

3. Maintain an orderly execution of the project throughout all phases.

4. Review progress reports.

5. Insure complete staffing.

6. Review and monitor detailed plans, and recommend project objectives and work statements to the project manager.

7. Coordinate and review project milestones with the User Committee.

b. Systems Analyst

The systems analyst was responsible for the progress of conversion activity, review of the conversion effort with User Committee, and the final results of the implementation plan. Responsibilities included:

1. Insuring that proper control procedures were established and resident in the system for proper audit trails.

2. Coordinating and monitoring conversion and creation of data bases with the User Committee.

3. Establishing proper error recovery procedures.

4. Assuring the integrity and accuracy of the sub-systems and overall system, using meaningful test cases.

5. Preparing final systems and user documentation packages.

6. Training of library personnel.

c. Programmer

The programmer was responsible for providing technical support to convert the BIBLIOS library system from RCA to IBM programs. Responsibilities included:

1. Conversion of machine-readable COBOL instructions from RCA to IBM COBOL.

2. Preparing the necessary job control language (JCL) statements unique to IBM computer systems operating under IBM 370/155 OS/MVT environment for each job step in the BIBLIOS library system.

3. Preparing sample data and testing of the programs.

4. Preparing program and operations documentation packages.

5. Monitoring and verifying the integrity of the converted systems during systems testing.

6. Training of EDPD programming or operations personnel.

d. Documentation Typist

The documentation typist was responsible for providing the technical support in organizing and preparing all systems documentation of the BIBLIOS library system in accordance with State of Hawaii standards.

6. Policy Committee

Representatives from each group met weekly in a Policy Committee to monitor and review the progress of BIBLIOS HAWAII.

WORK COMPLETED

The Contractor and the Office of Library Services agreed upon an implementation schedule which allowed approximately ten months for completion. (See Figure 1). The targeted completion date was March 1, 1976. The completion date was met. All products have been delivered to the Office of Library Services. All specifications have been met except the complete training clause. The Office of Library Services expected the Contractor to train a librarian to monitor BIBLIOS HAWAII. However, due to reassignments of State personnel, the librarian was lost to public library services and the Contractor could not fulfill this obligation. BIBLIOS HAWAII is superior to the original product in the following areas:

1. The accounting system has been reviewed and redesigned in order to produce a tighter, more accurate financial management system. Hawaii has also enlarged this system so that the accounting can be done for all public libraries and Department of Education school libraries. The original BIBLIOS system served approximately 30 libraries. BIBLIOS HAWAII serves 43 public libraries and 225 school libraries and has the capability of expansion without further modifications to take in a total of 350 libraries.

2. The ability to capture and display bibliographic data has been enhanced. BIBLIOS HAWAII will capture additional entries in the form of one more subject and an added entry so that substantially all of the major bibliographic information on a typical MARC record can be processed.

3. Orange County enhancements, especially in the area of media management, have been added and incorporated. Orange County and Hawaii hope to share enhancements, modifications, and changes so that both systems will be constantly upgraded.

BIBLIOS HAWAII DESCRIPTION

BIBLIOS HAWAII is designed to provide the State Library System with data processing capabilities that will:

1. Profit from past experiences with automated book procurement and allow for future growth.

2. Permanently capture bibliographic and inventory data for use in purchasing library materials, generating catalogs, reporting management oriented data, and in eventually supporting a circulation system.

3. Increase patron use by freeing personnel for public services by providing a union catalog of library holdings.

As it turned out, BIBLIOS HAWAII will control:

1. Acquisitions, Order, Account.

2. Cataloging, Processing.

3. Serials, to the extent that it will include periodicals in one of the cycles. The system will produce a listing of periodicals for patron use and for library use as a bid list for vendors.

4. Non-Book Materials.

There is also a possibility, which needs to be investigated, that BIBLIOS may be modified to handle the Hawaiiana Indexing and the Thesaurus of Hawaiiana. Figures 2-4 represent a simplified flow chart of BIBLIOS operations.

DEVELOPMENT PLAN

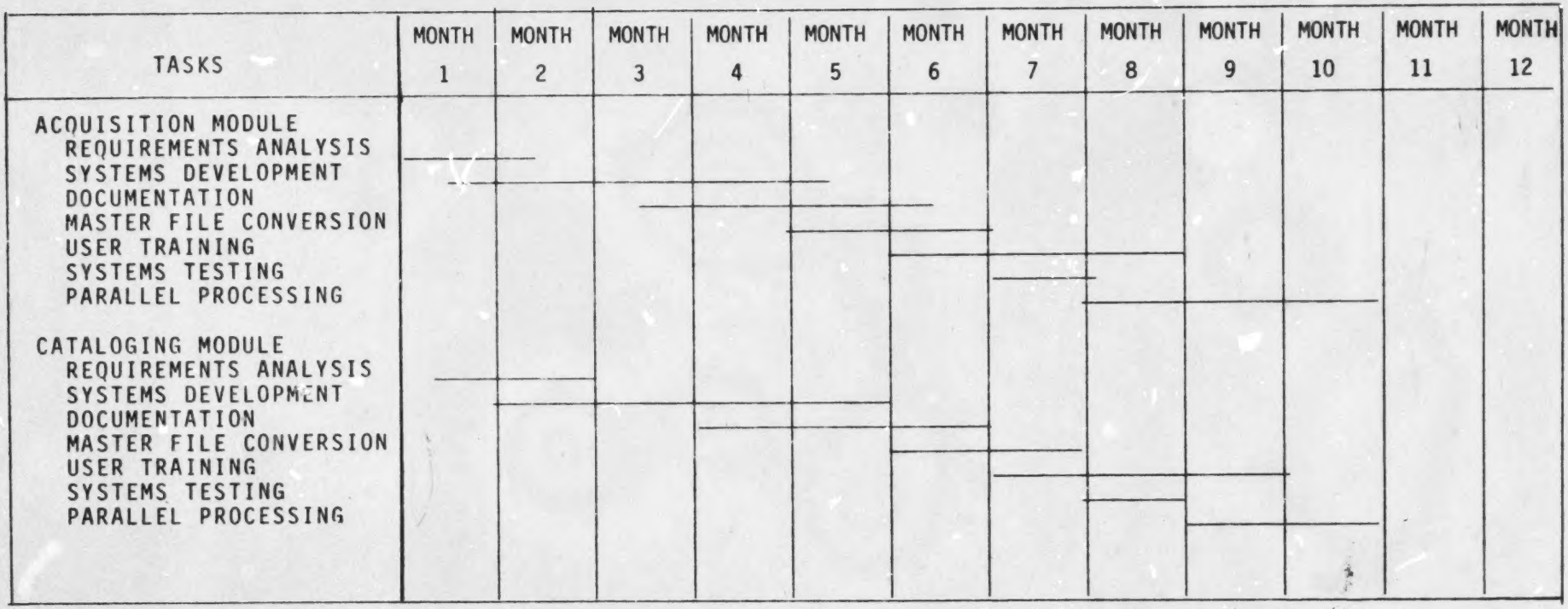

Figure 1

ELECTRONIC DATA PROCESSING DIVISION

TECHNICAL MEMO

DEPARTMENT	ITEM	SYS CODE	PAGE 1 OF 3
Office of Library Services	Automated Library System	EEF	

PROCEDURAL EXPLANATION
BIBLIOS SYSTEMS FLOW

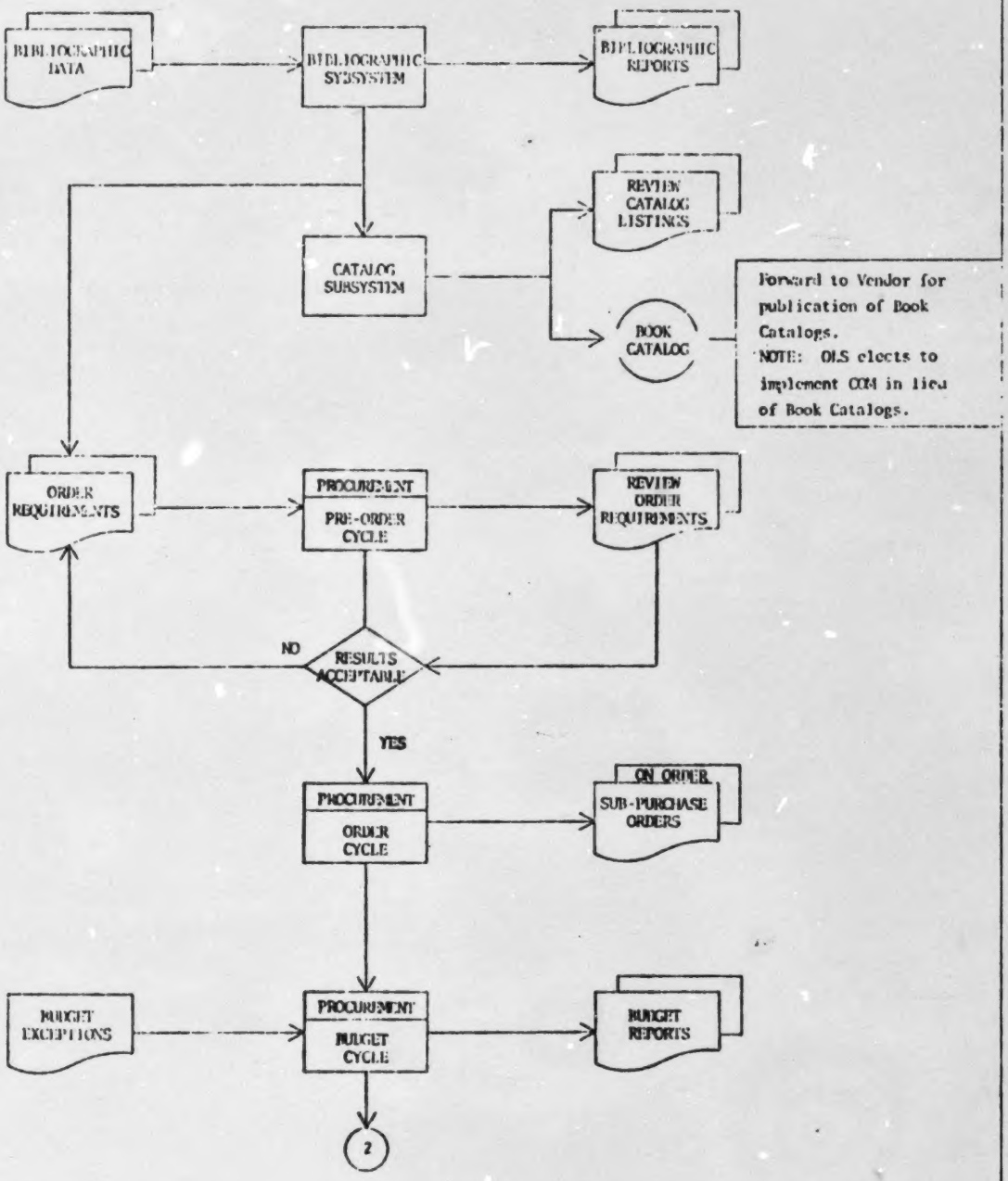

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Figure 2

ELECTRONIC DATA PROCESSING DIVISION

TECHNICAL MEMO

DEPARTMENT	SYSTEM	SUB CODE	PAGE 2 OF 3
Office of Library Services	Automated Library Syster	LEF	

PROCEDURAL DESCRIPTION: BIBLIOS SYSTEMS FLOW

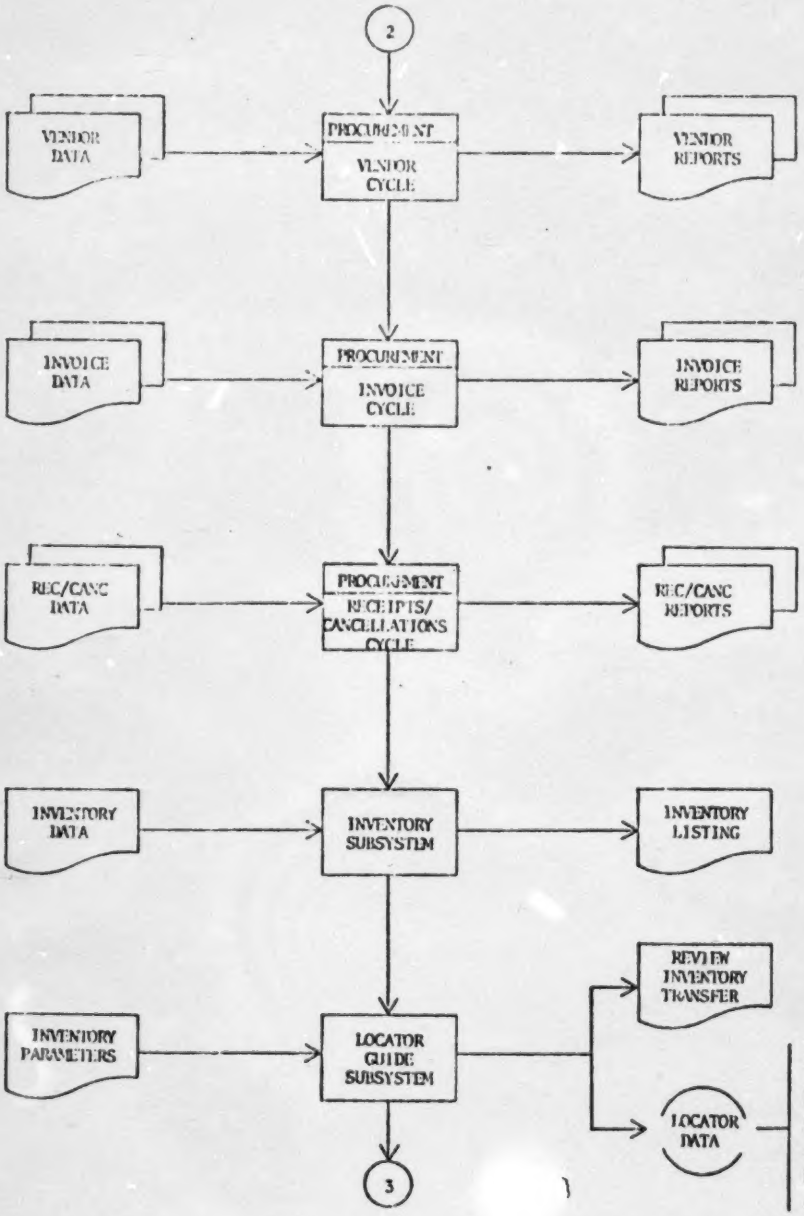

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Figure 3

ELECTRONIC DATA PROCESSING DIVISION

TECHNICAL MEMO

DEPARTMENT	SYSTEM	SYS. CODE	PAGE 3 OF 3
Office of Library Services	Automated Library System	EEF	

PROCEDURAL DESCRIPTION
BIBLIOS SYSTEMS FLOW

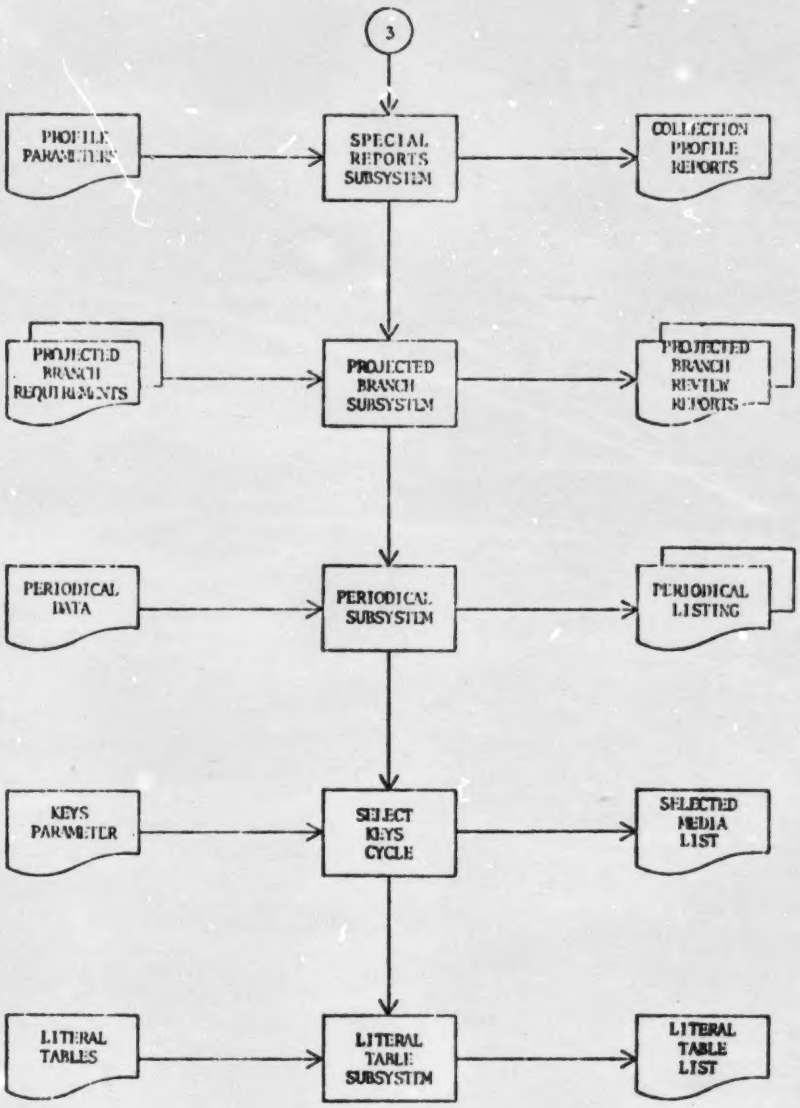

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Figure 4

BIBLIOS HAWAII is divided into nine subsystems and into sixteen cycles:

SUBSYSTEM NAME	CYCLE NAME
BIBLIOGRAPHIC	Bibliographic
CATALOG	Print Materials Catalog
PROCUREMENT	Pre-Order Order Budget Vendor Invoice Receipts/Cancellations
INVENTORY	Inventory
LOCATOR GUIDE	Locator Guide
SPECIAL REPORTS	Special Reports (Collection Profile)
PROJECTED BRANCH	Projected Branch
SPECIAL SUBSYSTEMS	Periodical Select Keys Media Catalog
LITERAL TABLE	Literal Table

Detailed descriptions of BIBLIOS HAWAII subsystems follow.

BIBLIOGRAPHIC SUBSYSTEM

The Bibliographic Subsystem creates and maintains a permanent data base of bibliographic information: the Title Master File. This file serves as a basis for cataloging, inventory, procurement and statistical activities within the library. Programs within this subsystem perform the following functions:

1. Create and process into the Title Master File bibliographic data on new library materials from manually prepared sources.

2. Modify or delete entries in the Title Master File.

3. Generate listings which display the contents of the Title Master File in various formats.

Reports produced by the Bibliographic Subsystem are:

1. Master Title List.
2. Master Title Supplement.
3. Master Title Changes.
4. Available List.
5. Master Author Index.
6. Master Title Index.
7. Bibliographic Cycle Input/Error List.
8. Title Master File Edit Index.
9. Bibliographic Cycle Balance Totals.

CATALOG SUBSYSTEM

This subsystem processes only print materials (books). It prepares and arranges in sequence for catalog listing a tape for the COM (Computer-Output-Microfilm) vendor to process into microfilm catalogs. The subsystem is capable of generating full or cumulative supplement catalogs.

Reports produced by this subsystem are:

1. Balance/Error List.
2. Author/Title List-Adult.
3. Author/Title List-Juvenile.
4. Subject List-Adult.
5. Subject List-Juvenile.

The Author/Title Lists and Subject Lists are translated into catalogs for public use.

PROCUREMENT SUBSYSTEM

The Procurement Subsystem performs functions concerned with the purchasing of library materials. The subsystem accumulates book orders, generates ordering documents and receiving documents, and processes receipts.

Pre-Order Cycle

The Pre-Order Cycle captures bibliographic, vendor and cost center data requirements for books and other library materials and produces reports associated with the process of placing orders.

Programs within this cycle accumulate orders from school and public libraries, select from the vendor file appropriate vendors, receive bibliographic data, and generate pre-order lists.

Reports produced by the Pre-Order Cycle are:

1. Review List.
2. Pre-Vend List.
3. Pre-Order List.
4. Error List.
5. Input/Error List.

Order Cycle

The Order Cycle requires no manual preparation of source documents. The Cycle receives data from the Pre-Order Cycle, assigns sub-purchase order numbers, updates the vendor file, updates the budget files and generates documents on the status of book orders.

Reports produced by the Order Cycle are:

1. Sub-Purchase Orders.
2. Requisition Data List.
3. Receiving and Distribution List.
4. Cumulative On-Order List.
5. Branch On-Order List.
6. Vendor Appropriations List.

Budget Cycle

This cycle keeps the Budget History File in continual update and generates financial reports for all ordering libraries combined. Budget data is recycled to zero to start each fiscal year. Any encumbrances are added to the next fiscal year's appropriation for each category.

Reports generated by the Budget Cycle are:

1. Budget Detail report.
2. Budget Regional Report.
3. Budget Summary Report.
4. Budget Input/Error List.
5. Budget History Change List.

Vendor Cycle

This cycle is used to keep an updated file of vendors used by the system and to prepare a statistical report of the performance of these book jobbers.

Reports produced by the Vendor Cycle are:

1. Vendor Performance.
2. Vendor Input/Error List.
3. Vendor File

Invoice Cycle

This cycle maintains accurate vendor and budget performance data. It processes receipts and cancellation data and purges all fully paid sub-purchase orders. It also captures the number of copies received and the actual prices paid, and revises list prices.

Reports produced by the Invoice Cycle are:

1. Invoice Suspense List.
2. Invoice Input/Error List.

Receipts/Cancellations Cycle

The Receipts/Cancellations Cycle processes receipts and cancellations against entries outstanding on the Order File. It produces reports reflecting the current status of orders outstanding in the system.

Reports generated by this cycle are:

1. Branch Receipts/Cancellations List.
2. Headquarters Receipt List.
3. Cancellation Notices.
4. Pending Cancellation List.
5. Receipt Input/Error List.
6. Headquarters Cancellation List.

INVENTORY SUBSYSTEM

This subsystem creates an Inventory Master File and provides for processing new information into this file. A record of the total number of copies of all items in all media is contained in the Inventory Master File.

Reports produced by this subsystem are:

1. Inventory Master List.
2. Inventory Supplement.
3. Inventory Change List.
4. Convelope (Special Forms).

LOCATOR GUIDE SUBSYSTEM

The Locator Guide Subsystem creates a formatted and sequenced file of book identification numbers and a list of libraries that have the titles. The file is designed to be sent to the printer along with the book catalog. The Hawaii State Library System intends to modify this file display.

The report produced by this subsystem is:

1. Locator Guide.

SPECIAL REPORTS SUBSYSTEM

This subsystem uses data from the Short Title File, containing bibliographic data, and the Inventory Master File to accumulate holdings statistics for selected or all libraries and to generate bar charts of the results. The intent is to produce in graphic form a profile of branch library holdings for selected media, binding, level, sublevel, and a range of publication dates. For each profile a further subdivision of Dewey numbers or Cutter Codes can be selected. This will generate a bar graph for each range of call numbers specified.

Reports generated by this subsystem are:

1. Profile Error List.
2. Collection Profile.

PROJECTED BRANCH SUBSYSTEM

The purpose of the Projected Branch Subsystem is to provide for library materials collection and to create a new branch without disturbing the ongoing Pre-Order process for existing branches and without setting up computer conditions for a follow through of the ongoing Order Cycle.

Reports produced by this subsystem are:

1. Projected Branch Review List.
2. Projected Branch Pre-Vend List.
3. Projected Branch Pre-Order Cost Report.
4. Projected Branch Error List.
5. Projected Branch Input Errata List.

SPECIAL SUBSYSTEMS

The cycle within this subsystem are new and have been added by Orange County and the Hawaii State Library System recently. These are the:

Periodical Subsystem

The Periodical Subsystem creates and maintains a permanent data base of periodical (magazine) information called the Periodical Master File. The subsystem processes transactions which add, change, and delete entries from the Periodical Master File.

Reports produced by this subsystem are:

1. Periodical Transaction Listing.
2. Periodical Master Listing.
3. Periodical Master Update List.

Select Keys Cycle

The purpose of this cycle is to extract entries from the full Title Master File by selected keys (Office of Library Services identification number) and/or by selected media codes.

Nonbook Catalog Subsystem

A by-product of the Catalog Subsystem, this cycle processes media codes other than books (01) such as phonodiscs,

phonotapes, films, etc. The cycle arranges and prepares in sequence adult and juvenile materials separately to produce a tape for the COM vendor to process into a catalog.

Reports produced by this Nonbook Catalog Subsystem are:

1. Balance/Error List.
2. Author/Title List - Adult.
3. Subject List - Adult.
4. Author/Title List - Juvenile.
5. Subject List - Juvenile.

LITERAL TABLE SUBSYSTEM

The Literal Table Subsystem generates a file of commonly used codes and their related literal names to be commonly used throughout the system for verification and translation purposes.

The report produced by this subsystem is:

1. Literal Table.

AUTOMATION BENEFITS

General Public

The general public will profit from the services rendered when BIBLIOS HAWAII becomes fully operational. The system will generate a magnetic tape record of books held by the Library System. The tape will be sent to a COM vendor and a microfilm catalog will be produced and become available in all Department of Education public libraries and public high school libraries. Previously, the card catalog in each library reflected the titles held in that one library. The union catalog will present all the titles in the entire State Library System. The library users will be able to borrow books through interlibrary loan from other libraries. The use of libraries by the general

public will increase and the use of each individual title will, therefore, become higher. The library system will be utilizing its materials and resources to its fullest.

Librarians in the Field

Librarians in the field will benefit due to:

1. Time Savings

   The time spent in filing and withdrawing cards into catalogs can now be used for other services. Except for several positions in the State Library Branch, whole positions will not be released. However, the time that will be released can improve direct public library services.

2. Simplified Order Procedures

   The order list will be the same. However, the librarians fill out and total one slip instead of a 3 x 5 slip for each order. Appendix I-III shows a sample order list, directions for the new order system and a summary page. The summary page will be sent to the Centralized Processing Center.

3. Branch On-Order Lists

   Each branch will receive a list of the books they ordered. (See Appendix IV) The list files alphabetically all the books on order by a branch, along with the order date and the quantity.

4. Branch Receipts/Cancellations List

   Each branch will receive a list that shows the status of books on order. (See Appendix V)

5. Headquarters Receipt List

   The Headquarters Receipt List records all the books received by the Centralized Processing Center, the branches that ordered the books, and the quantities ordered. Libraries and patrons can use this list to check new receipts. The Centralized Processing Center will add call numbers in the empty spaces as soon as available. (See Appendix VI)

6. Accounting Reports

Each library will receive a fund status report showing appropriations, encumbrances, expenditures and balance. It will show average per month expended, copies received and titles received. (See Appendix VII)

Librarians can not only receive a running account of each appropriation, but will be able to tell by how many volumes and titles the library collection has increased.

7. Inventory Maintenance

Public librarians will use BIBLIOS HAWAII to update their shelf-lists. The Centralized Processing Center will send one shelf-list card with each book. Librarians wishing to withdraw a title will send the shelf-list card back to the Centralized Processing Center. The Center will use the BIBLIOS HAWAII system to delete the record for that library.

School Librarians

School librarians will use the same order mechanism and receive the Order, On-Order, and Branch Receipts/Cancellations Lists as well as the fund status reports.

School libraries will not participate in inventory maintenance. School libraries will continue to receive full sets of catalog cards and maintain their own catalogs.

The holdings of the school libraries will be kept in the Inventory Master File. The microfilm catalog will be only for public library holdings. The federal funds being used to automate libraries are for public libraries The federal Library Services and Construction Act rules and regulations confine spending to public library uses.

Centralized Processing Center

BIBLIOS HAWAII enables the Centralized Processing Center to:

1. Give Efficient, Modern Services

The Center has not increased its staffing for five years. However, a quick tally shows that the Department adds an average of four schools and one

public library annually. Therefore, the workload at the Center has increased steadily. BIBLIOS HAWAII will enable the Centralized Processing Center to meet its workload for the present.

2. Accounting Services

The Centralized Processing Center has no trained accountant. BIBLIOS HAWAII will take care of the accounting details and send out reports to the field.

3. Order Services

The Centralized Processing Center will use BIBLIOS HAWAII to run an efficient ordering system.

4. Cataloging

The Centralized Processing Center will not be producing catalog cards for public libraries. Public libraries will use a union catalog on microfilm. The schools will continue to receive catalog cards.

5. Inventory of Materials

The Centralized Processing Center will be able to update the inventory of library holdings. The public library holdings will be added through retrospective cataloging, beginning with the State Library Branch and ending with the small Oahu branches. The end result will be a complete update of the inventory and a complete union catalog of all the materials in the public library system.

6. Reports

BIBLIOS HAWAII provides the Centralized Processing Center with a variety of reports designed to keep the ordering, accounting and cataloging operations running smoothly.

Management

The automated system provides a number of management-oriented reports. These are:

1. Branch Profile Reports

The Branch profile reports are designed to show in graph form the collection profile of each branch

and the combined profile of the entire library system. Useful tools, these reports can show the strengths and weaknesses of collections and point out the areas that need to be improved.

2. Projected Branch Reports

These were developed especially for the collection of materials for a new branch library.

3. Periodicals List

A separate periodicals list can be generated as required and can be used as a bid list for vendors as well as a magazine finding list by library users.

4. Statistical Reports

BIBLIOS HAWAII produces statistical reports covering all its operations. These reports can be used for evaluation of the book purchasing programs and in planning for future expansion needs.

SHORT RANGE GOALS

During 1976 the Office of Library Services plans the following:

1. Parallel Processing

The system will go into parallel processing for approximately eight months. Only bibliographic cycles are being run at the present time. Financial information will be fed into the system as soon as the next fiscal year's appropriations reach the Centralized Processing Center. This will take from July 1 to September 30. Public Library funds reach the Center July through August, and the school funds take longer. BIBLIOS HAWAII will be in full operation as soon as all appropriations are entered.

Parallel processing will serve to run the system over a reasonable period so that the cycles can be tested and re-tested without disturbing the users in the field.

2. Retrospective Cataloging

The Office of Library Services will convert to machine readable form the holdings of the public library system in order to create a union catalog containing all the titles held by the system. The work is beginning with the conversion of the inventory files in the State Library Branch, which holds

approximately 147,000 titles. The remainder will be keyboarded. Added to the holdings of the State Library Branch will be the holdings of the Supreme Court Law Library System and the Library for the Blind and Physically Handicapped. Eventually all public library holding will be included in this single catalog. This partnership of a public library system and a law library system is a first in any state. The major part of the retrospective cataloging of the State Library Branch should be done by the end of 1976.

3. Produce COM (Computer-Output-Microfilm) Catalog

The holdings of the State Library Branch will be merged with all BIBLIOS HAWAII bibliographic data November 1975-76 in order to produce a catalog. The catalog will be COM produced 16mm microfilm. The catalog should be ready the end of 1976 or the beginning of 1977 and will be updated quarterly.

4. Purchase Microfilm Viewers

The Office of Library Services is studying the viewers available and expects to be able to purchase approximately two hundred viewers with federal funds. These viewers will be distributed to public libraries, high school libraries in the Department of Education, and Hamilton Library, University of Hawaii.

5. Establish Interloan Services

The union catalog of library holdings available in every library means that public library patrons will find the titles of the system listed in the catalogs and will want to borrow items not in their own local libraries. Since the materials in all libraries are purchased through state funds, it is to be assumed that every library user has equal right to the use of all materials whether he lives close to a small library or next to a large resource or whether he lives on Oahu or another island. In order to equalize services to the people of Hawaii, the Office of Library Services needs to establish a viable interloan service that will deal in volume transactions. The automation program will release full-time positions previously engaged in filing in the central State Library Branch, the system's largest and single resource of in-depth materials. Two of the three positions now engaged in filing into the public catalog should be freed and can be used to form an interloan unit along with the regular interloan librarian. With the addition of student help, this unit can receive telephone calls, locate libraries that have titles being requested, and have

the copies sent to requesting libraries. In order to speed this interloan process and make the procedure acceptable as a daily routine, one of the alternatives being considered through the use of the federal funds is for the display, on-line, of the BIBLIOS Inventory Master File and the Title Master File. Using the Office of Library Services identification number, author, or title, the interloan unit can find the title and list of libraries that have copies. The bibliographic data available would include:

Office of Library Services Identification No.:	xxxxxxxxxx
Book Call No.:	xxx xxx xxxx
Author:	xxxx xxxxxxxxx
Title:	xxxx xxx xxxx xxx
Holdings Information: (Libraries that have the book by OLS code number)	xxx xxx xxx xxx xxx xxx xxx xxx xxx xxx

Services of this type are being offered by other libraries that have adopted union catalogs. In terms of user benefits, this system does equalize services for all library users within the State. Distance and water between islands become minimal if materials can be located and sent to member libraries. On an interim basis, the interloan system can be run on inventory printouts.

LONG RANGE GOALS

During 1977 and thereafter, the Office of Library Services plans:

1. Complete Retrospective Cataloging for Other Public Librarie

   The project needs to complete adding to the holdings of the union catalog the titles in all branch libraries. The following schedule is being considered:

   December 1976-June 1977: State Library Branch Review of 15-22% of titles not connected and key-punch of the titles to be retained.

   June-August 1977: Key in last of State Library Branch holdings.

January 1978:	Hawaii Regional Library
June 1978:	Kaimuki Regional Library
November 1978:	Pearl City Regional Library
February 1979:	Kaneohe Regional Library
August 1979:	Maui Regional Library
November 1979:	Kauai Regional Library
January 1980:	Oahu public libraries in the order prescribed by the Public Libraries Branch.

2. Hawaiiana Indexing

1977: Examine the BIBLIOS HAWAII Bibliographic Subsystem in order to determine whether the system will support the machine indexing of the two local dailies: the Honolulu Star-Bulletin and the Honolulu Advertiser. The work is now being done manually.

The result would then be in a COM produced 16mm microfilm index to be added to the union catalog. The index would be updated on the same schedule as the catalog and bring to the general public useful, updated indexes to the two newspapers.

Annual cumulations could still go to print or into a microfilm index.

3. Thesaurus of Hawaiiana

The long overdue Thesaurus of Hawaiiana being planned for eagerly by all librarians interested in Hawaiiana would be worked on at the same time since it is an intergral part of the indexing project.

4. Other BIBLIOS Applications

BIBLIOS HAWAII should be examined to see if small modifications will make it useable for the business and printing transactions at the Technical Assistance Center.

A further study should be made to see if other applications can be found for these flexible, modular programs.

5. Circulation

Librarians have always considered an automated circulation system first priority. However, technology has not advanced to the point that inexpensive and comprehensive automated circulation systems are available. Advances in this field give indication that an operable, economically feasible circulation system would be developed within the next several years.

The Office of Library Services intends to analyze its circulation system and conduct a feasibility study of available circulation systems. Implementation would depend on funds available.

In the meantime, the manual circulation system would also undergo analysis and possible improvements in order to meet requirements with minimum cost to the system.

6. Five Year Review

In five years, BIBLIOS HAWAII should be reviewed. A challenging, complicated system, BIBLIOS HAWAII is still a night-run, batch-mode system. A complete review of the system on-line or other more sophisticated applications can be considered then. In the meantime, BIBLIOS HAWAII will serve as an adequate introduction to the training of librarians into the field of automation.

SUMMARY

Automation in the Office of Library Services has come a long way since the first attempts almost seven years ago. The Library System has conducted a feasibility study, chosen a system, implemented the programs, is working on a machine readable union catalog, and looks forward to a new interloan system. The interest in Hawaiiana is justifiably high in Hawaii, and librarians working in this field are looking forward eagerly to a machine filed index and thesaurus of Hawaiiana. The Library System has accomplished much and looks forward to the work that lies ahead.

The State of Hawaii will be:

1. The first State to have a statewide union catalog making all materials in the State available to every citizen.

2. The first State to include another library system in its catalog. The incorporation of the Supreme Court Law Library System holdings makes law titles available to lawyers in the State.

3. The inclusion of the Library for the Blind and Physically Handicapped makes the special materials in this collection available to the handicapped people of the State.

4. The implementation of BIBLIOS HAWAII was an effort of real partnership between the Department and the public and school libraries.

Finally, the Policy Committee of the Automation Project notes with gratitude and pride:

1. The dedication and continued hard work put into the project by members of the Centralized Processing Center. The willingness of this staff to accept changes and to meet every challenge with a will to succeed contributed immeasurably to the success of the feasibility study and the implementation of BIBLIOS HAWAII.

2. The willing support and goodwill of the entire staff of the Library System. Library personnel that will meet new ideas and new technologies with an open mind is a healthy staff. Surveys conducted in several public library branches also showed that library patrons were flexible and equally willing to accept change.

The Policy Committee wishes to emphasize that BIBLIOS HAWAII is a transitional system. There will be a review in five years to determine the course of library automation. The present system will train librarians in the use of automated techniques and will prepare them for the more sophisticated and exiting library services that will come in the future. BIBLIOS HAWAII

is not a perfect system and the Hawaii State Library System will have problems with the change-over to a new and automated system. However, the advantages offered for services are tremendous and the system will open opportunities for improvement. As a result, the Policy Committee of the Automation Project faces the challenge of the future, confident that libraries and library staff will be able to handle the new and changing library information delivery system. The library offers as its contribution to the bicentennial, a catalog that will broaden library services to the schools and to the general public.

HAWAII STATE LIBRARY

Hawaii's Center for Instant Information

BOOK ORDER FORMS DUE AT CENTRALIZED PROCESSING CENTER FEBRUARY 27, 1976

* Recommended for regional libraries
** Recommended for branch libraries
# Probable demand

75/76

ADULT - NEW TITLE

List "F"

DISCOUNT RATE	CATEGORY SYMBOL	GROUP DESCRIPTION
25%	A	Trade Books, Fiction, Popular Non-Fiction
25%	*A	Scientific, Technical & Reference
25%	A	Library Bindings
20%	D	Mass Market and Quality Paperback
40%	H	Phonorecords (Public Libraries only)
	F	No Discount Titles

11/74

* Please ignore dash below "A" (internal use only)

STAFF COLL 2.76.410 004

AUTHOR Davinson, Donald NT
TITLE Bibliographic control
PUB/VEN Linnet (Shoe String)
SOURCE Directions 10/75:58
ANNOT Discusses conventional types of printed materials and non-print media in the context of their bibliographic control.

COPS 1R
ED
YR 1975
A PRICE 7.00
PREBD
DUP SO

REF 2.76.412 005

AUTHOR Flexner, James Thomas NT
TITLE The Face of Liberty: founders of the United States
PUB/VEN Clarkson N. Potter Crown
SOURCE KR 12/15/75
ANNOT Brief biographies to portraits of Founding Fathers, other early American eminences by Copley, Trumbull, Stuart and others. 60 color plates, 76 in black and white.

COPS 1R
ED
YR 1976
A PRICE 15.95
PREBD
DUP SO

STAFF COLL 2.76.411 004

AUTHOR Salmon, Stephen R. NT
TITLE Library automation systems: a state of the art review
PUB/VEN Dekker
SOURCE BIP '75; Newsletter of Rhode Island
ANNOT Comprehensive survey of the role of automation in libraries through description of actual operating systems. Chapters include acquisition systems, on-line cataloging systems, circulation systems, and MARC.

COPS 1R
ED
YR 1975
D PRICE 7.50 pa
PREBD
DUP SO

REF 2.76.413 005

AUTHOR Haines, Francis Haines NT
TITLE The Plains Indians: their origins, migrations and cultural development
PUB/VEN T.T. Crowell
SOURCE PW 12/29/75:64
ANNOT A must for readers with a serious interest in the Indian. Eight maps. Index, etc.

COPS 1R
ED
YR 1976
A PRICE 8.95
PREBD
DUP SO

Proposed Book Order Procedures

1. The procedures for the creation of the book order list will remain basically the same.

2. HSL-2 forms will still need to be prepared for the printing of the book order list.

3. In addition to the data that is now required in the HSL-2 form, it is requested that the selectors add the LC card number and the ISBN when these are available.

4. The consultants will send the HSL-2 forms to CPC.

5. CPC will assign unique OLS book order numbers.

6. CPC will assign discounted prices.

7. CPC will print the book order lists.

8. Together with the book order lists, CPC will include book order sheets. These sheets are to replace the 3 x 5 book order slips. On these sheets you will find the following:

   a. Space to write in the name of your school and your school code or the name of your library and unit or agency number.

   b. Date on which the book order sheets are due at CPC.

   c. Book order list category.

   d. OLS book order number.

   e. Space to write in number of copies being ordered.

   f. Space to write in the extended price. (Number of copies X unit price).

   g. Space to write in total amount of the order.

   h. Space for signature of account clerk or secretary.

   i. Space for signature of principal or librarian.

BOOK ORDER SHEET

_____ Book Order List _____
School Code # or Unit #

_____ Due at CPC on _____
Name of School or Library

Book Order No.	No. of Cop.	Unit Price	Amt.	Book Order No.	No. of Cop.	Unit Price	Amt.
05-10-0001	_____	$4.50	_____	05-10-0022	_____	$5.50	_____
05-10-0002	_____	5.50	_____	05-10-0023	_____	4.50	_____
05-10-0003	_____	6.50	_____	05-10-0024	_____	5.50	_____
03-10-0004	_____	5.50	_____	01-10-1112	_____	6.50	_____

_____ _____
Signature Signature
Acct. Clerk or Secretary Principal or Librarian

LEFLID-E BRANCH ON ORDER LIST OFFICE OF LIBRARY SERVICES 01-21-76 PAGE 2

LOST CTR- 027 KAIMUKI LIBRARY MEDIA- 01 BOOK LEVEL- ADULT

OLS NUMBER	AUTHOR	TITLE	ORDER DATE	QTY
05080071.....	CLEMENS, SAMUEL LANGHORNE	JUMPING FROG,	12-19-75	2
05090067.....	COLETTE, SIDONIE GABRIELL	TENDER SHOOT, AND OTHER S	12-19-75	2
05100768.....	FISHBEIN, BETTE K.	SOCIAL WELFARE ABROAD.	12-19-75	1
05094270.....	FLORESCU, RADU	IN SEARCH OF FRANKENSTEIN	01-21-76	1
05094271.....	FREEDMAN, JONATHAN L.	CROWDING AND BEHAVIOR	01-21-76	2
05094273.....	GADPAILLE, WARREN J., M.D	CYCLES OF SEX.	01-21-76	1
05094274.....	GEBA, BRUNO	VITALITY TRAINING FOR OLD	01-21-76	1
05094275.....	GORDON, SOL	LET'S MAKE SEX A HOUSEHOL	01-21-76	1
05080068.....	HARDY, THOMAS	FAR FROM THE MADDING CROW	12-19-75	2
05094238.....	LYLE, GUY R.	ADMINISTRATION OF THE COL	01-21-76	1
05090003.....	MEYNELL, LAURENCE WALTER	FORTUNATE MISS EAST. 1ST.	12-19-75	1
05094299.....	MURPHY, GARDNED	OUTGROWING SELF-DECEPTION	01-21-76	1
05094300.....	MYERS, FREDERIC, W.H.	HUMAN PERSONALITY	01-21-76	1
05094240.....	NATIONAL CUMULATIVE BOOK	NATIONAL CUMULATIVE BOOK	01-21-76	1
05094239.....	NCTE LIAISON COMMITTEE, C	GUIDE TO PLAY SELECTION.	01-21-76	1
05094241.....	NELKI, NANCY	RESEARCHERS PICTURE	01-21-76	1
05094301.....	NOLTE, CLAUDE	WAKE UP IN BED TOGETHER	01-21-76	1
05090047.....	NORTON, ANDRE	AT SWORDS' POINTS.	12-19-75	2
05090027.....	NORTON, ANDRE	STAR MAN'S SON, 2250 A.D.	12-19-75	1
05100772.....	PASSPORT TO INEXPENSIVE E	PASSPORT TO INEXPENSIVE E	12-19-75	1
05094302.....	PAUL, NORMAN L.	MARITAL PUZZLE: TRANSGENE	01-21-76	1
05094242.....	PAUL, SHALOM M. AND WILLI	BIBLICAL ARCHAEOLOGY.	01-21-76	1
05094243.....	PEMBERTON, JOHN E.	BRITISH OFFICIAL PUBLICAT	01-21-76	1
05094306.....	REE, JONATHAN	DESCARTES	01-21-76	1
05094307.....	ROMAN, KLARA	HANDWRITING	01-21-76	1
05091055.....	SEIFERT, ELIZABETH	HOMECOMING.	12-19-75	2
05090061.....	SHEPHERD, JEAN	IN GOD WE TRUST. 1ST ED.	12-19-75	2
05094314.....	ST. CLAM, DAVID	HOW YOU PSYCHIC	01-21-76	1
05094321.....	TORREY, E. FULLER	WHY DID YOU WHAT	01-21-76	1

	NO TITLES	NO COPIES	LIST VALUE
ON ORDER.....	79	99	1,107.75

EEFH16-A OFFICE OF LIBRARY SERVICES 02-02-76 PAGE 3
BRANCH CANCEL-RECEIPT LIST

COST CTR- 027 KAIMUKI LIBRARY MEDIA- 01 BOOK LEVEL- ADULT

OLS NUMBER	AUTHOR	TITLE	ORDER DATE	QTY	STATUS
05090621.....	ALGREN, NELSON	LAST CAROUSEL.	12-19-75	2	RE-ORD
05090037.....	ANGOFF, CHARLES	BETWEEN DAY AND DARK.	12-19-75	2	RECD
05091030.....	ASHFORD, JEFFREY	DOUBLE RUN.	12-19-75	1	RECD
05100771.....	BANDURA, ALBERT	PSYCHOLOGICAL MODELLING.	12-19-75	1	RECD
05090816.....	BEAL, MARY F.	AMAZON ONE.	12-19-75	1	RECD
05090936.....	BECKER, STEPHEN D.	DOG TAGS. 1ST ED.	12-19-75	1	RECD
05091059.....	BENCHLEY, PETER	JAWS.	12-19-75	1	CANCEL
05091065.....	BENNETT, JAY	LONG BLACK COAT.	12-19-75	1	RE-ORD
05100769.....	BERGMAN, ARLENE	WOMEN OF VIETNAM.	12-19-75	1	CANCEL
05100770.....	BERNARD, WILLIAM S.	NEW IMMIGRATION AND THE N	12-19-75	1	RECD
05090844.....	BICKHAM, JACK M.	KATIE, KELLY, AND HECK.	12-19-75	1	RE-ORD
05090841.....	BIERNATH, HORST	FROHLICHE WIEDERKEHR.	12-19-75	2	RECD
05090786.....	BRANDON, BEATRICE	CLIFFS OF NIGHT.	12-19-75	2	RECD
05090974.....	BRISTOW, ROBERT O'NEIL	FARAWAY DRUMMER.	12-19-75	2	RECD
05090989.....	BRODY, ALAN	COMING TO.	12-19-75	1	RECD
05091002.....	BUCHWALD, ART	I NEVER DANCED AT THE WHI	12-19-75	1	CANCEL
05091000.....	BUCK, PEARL (SYDENSTRICKE	NEW YEAR. LARGE PRINT ED.	12-19-75	1	CANCEL
05090085.....	CALDWELL, TAYLOR, PSEUD.	FINAL HOUR.	12-19-75	2	RECD
05100572.....	CALLISON, BRIAN	DAWN ATTACK. 1ST AMERICAN	12-19-75	1	RECD
05100539.....	CANNING, VICTOR	FINGER OF SATURN.	12-19-75	2	RECD
05100541.....	CANNING, VICTOR	FLIGHT OF THE GREY GOOSE.	12-19-75	2	CANCEL
05100546.....	CAPEK, KAREL	ABSOLUTE AT LARGE.	12-19-75	2	RECD
05080071.....	CLEMENS, SAMUEL LANGHORNE	JUMPING FROG,	12-19-75	2	CANCEL
05100768.....	FISHBEIN, BETTE K.	SOCIAL WELFARE ABROAD.	12-19-75	1	CANCEL
05080068.....	HARDY, THOMAS	FAR FROM THE MADDING CROW	12-19-75	2	RECD
05090003.....	MEYNELL, LAURENCE WALTER	FORTUNATE MISS EAST. 1ST.	12-19-75	1	CANCEL
05090047.....	NORTON, ANDRE	AT SWORDS' POINTS.	12-19-75	2	RECD
05100772.....	PASSPORT TO INEXPENSIVE E	PASSPORT TO INEXPENSIVE E	12-19-75	1	RECD
05091055.....	SEIFERT, ELIZABETH	HOMECOMING.	12-19-75	2	RECD
05090061.....	SHEPHERD, JEAN	IN GOD WE TRUST. 1ST ED.	12-19-75	2	CANCEL

MEDIA- 01 BOOK

OLS NUMBER	AUTHOR	TITLE	SUB PO NBR	TOTAL QTY
05090037.....	ANGOFF, CHARLES	BETWEEN DAY AND DARK.	7535300036	10
	006-01 027-02 032-02 036-01 038-01 039-01 110-01 309-01			
05091030.....	ASHFORD, JEFFREY	DOUBLE RUN.	7535300070	8
	006-01 027-01 032-01 036-01 038-01 039-01 110-01 309-01			
05100567.....	ASIMOV, ISAAC	FOUNDATION TRILOGY.	7535300445	7
	006-01 032-01 036-01 038-01 039-01 110-01 309-01			
05100771.....	BANDURA, ALBERT	PSYCHOLOGICAL MODELLING,	7535300398	6
	012-01 027-01 032-01 038-01 115-01 119-01			
05090816.....	BEAL, MARY F.	AMAZON ONE.	7535300014	15
	006-02 027-01 032-02 036-04 038-02 039-01 110-01 138-01 309-01			
05090936.....	BECKER, STEPHEN D.	DOG TAGS. 1ST ED.	7535300069	11
	006-01 027-01 032-02 036-01 038-02 039-01 110-01 309-02			
05100770.....	BERNARD, WILLIAM S.	NEW IMMIGRATION AND THE N	7535300376	6
	012-01 027-01 032-01 038-01 115-01 119-01			
05090841.....	BILRNATH, HORST	FROHLICHE WIEDERKEHR.	7535300456	11
	006-02 027-02 032-01 036-02 038-01 039-01 110-01 309-01			
05090786.....	BRANDON, BEATRICE	CLIFFS OF NIGHT.	7535300047	19
	006-04 027-02 032-01 036-05 038-01 039-01 110-02 138-01 309-02			
05090974.....	BRISTOW, ROBERT O'NEIL	FARAWAY DRUMMER.	7535300092	10
	006-01 027-02 032-01 036-02 038-01 039-01 110-01 309-01			
05090989.....	BRODY, ALAN	COMING TO.	7535300434	11
	006-02 027-01 032-02 036-01 038-02 039-01 110-01 309-01			
05090085.....	CALDWELL, TAYLOR, PSEUD.	FINAL HOUR.	7535300105	9
	006-01 027-02 032-01 036-01 038-01 039-01 110-01 309-01			
05100572.....	CALLISON, BRIAN	DAWN ATTACK. 1ST AMERICAN	7535300058	9
	006-01 027-01 032-02 036-01 038-01 039-01 110-01 309-01			
05100539.....	CANNING, VICTOR	FINGER OF SATURN.	7535300116	11
	006-02 027-02 032-02 036-01 038-01 039-01 110-01 309-01			
05100546.....	CAPEK, KAREL	ABSOLUTE AT LARGE.	7535300423	13
	006-02 027-02 032-02 036-01 038-02 039-01 110-02 309-01			
05080068.....	HARDY, THOMAS	FAR FROM THE MADDING CROW	7535300031	10
	006-01 027-02 032-02 036-01 038-01 039-01 110-01 309-01			
05093047.....	NORTON, ANDRE	AT SWORDS' POINTS.	7535300025	10
	006-01 027-01 032-01 036-01 038-01 039-01 110-01 309-01			

EEFPIC-A - BUDGET DETAIL REPORT (01) OFFICE OF LIBRARY SERVICES 01/12/76 PAGE 7

COST CENTER 027 KAIMUKI LIBRARY

CATEGORY	APPROPRIATION	ENCUMBRANCE	EXPENDITURE	BALANCE	AVG PER MO TO BE EXPD	COPIES RECEIVED	TITLES RECEIVED
ADULT FICTION	$3,500.00	$297.97		$3,202.03	$266.83		
ADULT NON-FICTION	$2,500.00	$22.81		$2,477.19	$206.43		
JUVY FICTION	$3,500.00			$3,500.00	$291.66		
JUVY NON-FICTION	$2,500.00			$2,500.00	$208.33		
TOTALS	$12,000.00	$320.78		$11,679.22	$973.26		